

**GUIDELINES FOR FILLING UP APPLICATION IN FORM-D  
FOR OBTAINING LICENCE TO PURCHASE OR OTHERWISE ACQUIRE  
RUBBER FOR MANUFACTURING RUBBER PRODUCT**

Under Section 14 of the Rubber Act 1947, No person shall sell or otherwise dispose of, and no person shall buy or otherwise acquire, rubber except under an in accordance with the terms of a general or special licence issued by the Board.

Under Rule 40 of the Rubber Rules 1955, any manufacturer desiring a special licence to purchase or otherwise acquire rubber shall apply to the Board in Form D. If the Board approves, a licence may be issued in Form E.

The Form D under the said provisions of law is appended. Instructions to the applicants are furnished below.

(a) The application in Form 'D' should be completely filled in and signed. Applications complete in all respects shall only be considered. If it is a partnership firm the application should be signed by all the partners. As the licence is issued for enabling the licensee to acquire a specific quantity of particular group/grade of rubber, the requirement should be shown in the Form 'D' application on a realistic basis. The usual groups/grades of natural rubber are shown below.

Group 1: RSS IX and RSS I

Group 2: RSS 2, RSS 3, and Cutting No.1

Group 3: RSS 4, RSS 5 and Cutting No.2

Group 4: Pre coagulated Crepe PLC IX, PLC 1, PLC 2, PLC 3

Group 5: EBC Super IX, EBC IX, EBC 2X, Smoked Blanket and Remilled Crepe 2

Group 6: EBC 3X, Remilled Crepe 3 and Remilled Crepe 4

Group 7: Flat Bark

Others: Scrap and Sole Crepe

Latex : Preserved latex (Normal, Centrifuged Concentrate and Creamed Concentrate)  
(weight of Dry Rubber Content only to be shown)

Technically	}	ISNR-3L, ISNR 3 CV
Specified Rubber		ISNR-5, ISNR-10, ISNR-20
in Solid Block		ISNR – 50 and other forms

(b) The prescribed rate of licence fee and Service Tax thereto per financial year or part thereof, is as indicated below:-

Quantity	Amount
(a) For acquiring rubber not exceeding 4 Tonnes	Rs.115/- (Licence fee Rs.100 + Service Tax @15%)
(b) For acquiring rubber above 4 Tonnes	Rs.288/- (Licence fee Rs.250 + Service Tax @15%)

Fees can be remitted by demand draft/at par cheque drawn in favour of the **Director (L&ED), Rubber Board, payable at Kottayam** or by cash at the Rubber Board Head office counter at Kottayam. Amount can also be remitted in Rubber Board's Licensing & Excise

Duty Account No.3173717326 with Central Bank of India, Kottayam - 2 (IFSC Code – CBIN0284150) through NEFT. A provision is also available for online payment through the link of Rubber Board website [www.rbegp.org.in](http://www.rbegp.org.in).

(c) The application will be considered only if the up to date returns, and the Audit Report prescribed under Rule 33 (f) of the Rubber Rules, 1955 are submitted and cess dues are cleared. Non production of books of accounts/non fulfilling of any requirements of the Board also may delay the process of issue of licence. It is therefore, urged that if any return/ Audit Report/ cess on rubber is due from the applicant, the same shall be cleared with interest if any, and to comply the requirements of the Board without any delay (applicable in the case of existing licensees)

(d) It may please be noted that purchasing/acquiring rubber without having a valid licence issued by the Board is an offence punishable under the Rubber Act in which case both the supplier and buyer would invite penal action. Mere submission of application form for licence and remittance of licence fee to Rubber Board shall not be deemed that the applicant is a valid licence holder unless the licence has been issued by the Board in favour of the applicant. The licence will be issued with prospective effect only after satisfying all formalities as demanded by the Board. So please ensure that licence is issued before expiry of validity of the present licence. Belated filing of application or incomplete application is likely to delay the issue of licence, for which the Board will in no way be held responsible. To avoid such unpleasant situations, applicant shall ensure that all statutory returns /reports and outstanding cess dues with interest, if any, are cleared.

Application should be submitted online through the Board's website [www.rbegp.org.in](http://www.rbegp.org.in) and then send a duly signed hard copy of the same to the Dy. Director (ED) in the following address on or before 30<sup>th</sup> November (applicable in the case of existing licensees), as issue of all licences through online is being made mandatory.

Dy. Director (Excise Duty)

Rubber Board, Department of Licensing & Excise Duty,  
Sub Jail Road, Kottayam, – 686 002, Kerala.

(e) If any licensee does not wish to obtain licence for the subsequent years, the matter shall be intimated to the Board in writing at the earliest. In that case the current licence should also be surrendered. Stoppage of business, dis-continuance of use of natural rubber in the manufacturing process etc., should be reported to the Board in time, failing which the unit will continue to be liable for submission of returns, audit report etc., even if the purchase will be 'Nil'.

(f) Please quote the Licence number/ Registration number in all correspondence with the Board.

(g) Other conditions

- a. Fill up all the relevant columns and furnish the details clearly.
- b. Enclose copies of all documents wherever necessary.
- c. Do not leave any column blank. Fill up 'NA', if not applicable.
- d. Details such as District, State and Pin Code shall be furnished without fail against item No.3 (c) in the application.

- e. STD Code, Fax No, email address and cell phone number may also furnished, if available.
- f. Facility for remitting payment online using internet banking/credit card/debit card services is provided in the website. User registration is not essential for online remittance. The UTR No. received after confirmation of remittance should be quoted/informed. Merely recording a debit in the payer bank account does not ensure credit to payee account as there are chances that the transaction may fail. In case an online remittance was not successful for whatsoever reasons, the same will be automatically refunded to the bank account in a few days. The bank/branch may be contacted in such cases.

**FORM D**  
(See rule 40)

**THE RUBBER BOARD**

**APPLICATION FOR SPECIAL LICENCE TO PURCHASE OR OTHERWISE ACQUIRE RUBBER**

1. NAME OF THE APPLICANT ..... (in capital letters)

2. PARTICULARS OF REQUIREMENT OF RUBBER AND DETAILS THEREOF:

(a) YEAR : .....	<i>1st Quarter</i>		<i>2nd Quarter</i>		<i>3rd Quarter</i>		<i>4th Quarter</i>		<i>Total Tonnage</i>	
	<i>Grade</i>	<i>Tonnes</i>	<i>Grade</i>	<i>Tonnes</i>	<i>Grade</i>	<i>Tonnes</i>	<i>Grade</i>	<i>Tonnes</i>		
(b) Quantity of rubber applied for and the period for which it is required (show <b>dry rubber weight</b> in the case of latex)										
(c) Actual consumption during the previous year : (for <b>renewal</b> only)	<i>Grade</i>		<i>Tonnes</i>		(d) Stock of rubber held on the date of application or purchased and in transit or awaiting delivery : (for <b>renewal</b> only)			<i>Grade</i>		<i>Tonnes</i>

3. GENERAL PARTICULARS

(a) Licence fee:	<i>Demand Draft or Money Order or Cash Receipt No.</i>	<i>Date</i>	<i>Rupees</i>	(b) Registration cum licence No. (applicable in the case of <b>renewal</b> )
(c) Address of Office, Factory, etc.:				
<i>Office Address</i>		<i>Factory Address</i>		<i>Storage Place / Depot Address</i>
(d) Telephone / e-mail address, if any :				

4. OTHER PARTICULARS

(a) Small Scale Industries/ Sales Tax/ Value Added Tax Registration No./ Panchayat/ Municipal/ Corporation Licence No. and Date :  (In the case of <b>new application</b> , photocopy of the relevant registration certificate/Licence shall be furnished)	
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(b) (i) Electricity Consumer No. and date of power connection if power connection already exists : (ii) If power connection is awaited after being sanctioned, expected date of power connection : <i>(In the case of <b>new application</b>, photocopy of sanction letter for power connection shall be furnished)</i>	
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5. NAME OF THE BANKERS AND BRANCH, IF ANY:

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6. PRODUCTS TO BE MANUFACTURED BY USING NATURAL RUBBER: *(State the items)*

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7. DETAILS OF PRODUCTS MANUFACTURED DURING THE PREVIOUS FINANCIAL YEAR (20..... - 20.....)

<i>Sl. No.</i>	<i>Name of the product</i>	<i>Installed Capacity</i>	<i>Actual Production</i>	<i>Quantity of natural rubber used (tonnes)</i>

*Note:* 1. *Installed capacity shall be stated either in weight or in numbers as the case may be.*  
 2. *Quantity of rubber used may be given separately for each product.*

8. OWNERSHIP PARTICULARS

(a) Whether Proprietorship / Partnership / Private Limited Company / Public Limited Company / Co-operative Society :					
(b) If any change has taken place in the ownership and constitution of the unit within the last one year and if failed to inform such changes to the Board at the appropriate time, furnish the details, thereof : <i>(applicable in the case of renewal)</i>					
(c) Furnish the details in respect of Proprietor/Partners/Managing Director/other Directors/Secretary: <i>(Attach another sheet if the space is not sufficient)</i>					
<i>Sl No.</i>	<i>Full Name</i>	<i>Permanent Address</i>	<i>Present Address</i>	<i>Status (Whether proprietor or partner or Managing Director / Director or Secretary)</i>	<i>Signature of the proprietor or partners or Managing Director / Director or Secretary</i>

(d) In the case of partnership firm, state the date of partnership deed with the details of registration with the Registrar of Firms and in the case of companies Memorandum and Articles of Association and Certificate of Incorporation : (In the case of <b>new application</b> , furnish photocopy of partnership deed in the case of partnership firm or Memorandum and Articles of Association and Certificate of Incorporation in the case of Companies or Bye laws in the case of Societies, whichever is applicable)	
(e) Whether the proposed Office and factory premises are owned by the applicant, or taken on lease : (In the case of <b>new application</b> , photocopy of the relevant documents to prove the right of ownership or possession shall be furnished)	
(f) State whether the Proprietor or Partners or Directors of the unit have been at any time a rubber dealer or processor or rubber goods manufacturer or an agent of any other licensed rubber dealer or processor or manufacturer or have been an applicant for rubber dealer's or processor's or manufacturer's licence. If so, furnish details :	

9. LIST OF MACHINERY INSTALLED.

(In the case of **new application**, furnish full particulars and attach photocopy of invoices of the machinery. In the case of **renewal**, furnish full particulars and attach photocopy of invoices of machines if any, purchased during the previous financial year.)

Sl No.	Name of Machinery	Name and Address of Supplier of the machinery	Bill No. and date	Value (Rs.)

10. VALUE OF ALL FIXED ASSETS OF THE APPLICANT AS ON DATE OF APPLICATION

(AS ON 31ST MARCH OF THE PREVIOUS FINANCIAL YEAR, IN THE CASE OF RENEWAL)

(Details of immovable properties and other assets owned by the Proprietor or Firm or Company or Society.)

(a) Land		Total (Rs.):
(b) Building		
(c) Plant & Machinery		
(d) Any other item not specified above		

(Copy of the latest Balance Sheet shall be forwarded along with this form in the case of **renewal** application)

11. PARTICULARS OF ASSETS OWNED, IF ANY, BY THE INDIVIDUAL PARTNERS WITH DETAILS  
(In the case of **Partnership Firm**)

(a) Immovable Assets

Name	Immovable Property	Extent	Survey Number	Village	Taluk	Approximate Market Value
(b) Other Assets (Furnish details)						

12. PARTICULARS REGARDING RETURNS (applicable in the case of **renewal**)

(a) Have you submitted the half yearly returns in <b>Form 'M'</b> returns for the periods up to <b>April to September</b> of the Current Financial Year?	(b) If your reply is ' <b>Yes</b> ' state the date on which the return for the latest period was sent to the Board :	(c) Up to what month have you submitted the monthly returns in <b>Forms 'K' and 'L'</b> to the Board?	(d) Reasons for non-submission of returns, if any :

13. REMITTANCE OF CESS ON RUBBER (applicable in the case of **renewal**)

(a) Do you have any arrears of cess on rubber to be paid to the Rubber Board? If so, give the following particulars.	(b) Have you remitted the Cess on rubber up to the latest period i.e., <b>up to April to September</b> of the Current Financial Year? If not, indicate the period up to which remittance of cess on rubber has been made :	(c) State the reasons for the delay, if any, in payment of cess on rubber :
Period : .....		
Amount (Rs.) : .....		

I/We declare that the statements made above are true to the best of my/our knowledge and belief.

Place:

Date:

Signature of the Applicant with Name, Designation and Office Seal  
(All partners of the partnership firm or Managing Director in the case of a Company, shall sign)

NOTE:

- (1) *If the applicant as Proprietor or Partner of any unit holding a licence issued by the Board defaulted submission of any return prescribed under the Act/ Rules or payment of any cess dues to the Board, issue of licence to such applicant will be considered only after submission of all the pending returns and payment of all the outstanding dues.*
- (2) *If the application is for a licence to a unit set up fully or partially with machinery purchased from any other unit which is or was holding a licence issued by the Board and if such the licensee is a defaulter of any return or cess, issue of licence will be considered only after clearance of all the outstanding dues in the name of the previous owner.*
- (3) *In the case of new application, issue of licence will be subject to fulfilment of the following additional conditions:*
  - (a) *the unit should be ready for commencement of production at the time of issue of licence.*
  - (b) *furnish photo copy of the following documents:*
    - (i) *Small scale industries or Sales Tax or Value Added Tax Registration Certificate or licence issued by the Panchayat or Municipal or Corporation authorities to establish the industry at the proposed premises.*
    - (ii) *Sanction letter for power connection, if power connection is yet to be received.*
    - (iii) *Partnership deed in the case of a partnership firm and certificate issued by the Registrar of Firms, if the partnership is registered.*
    - (iv) *Memorandum and Articles of Association and Certificate of Incorporation issued by the Registrar of Companies, in the case of Private Limited Companies or Limited Companies. Copy of the Bye-laws in the case of Co-operative Societies.*
    - (v) *Purchase bills in respect of the machinery installed.*
    - (vi) *Documents to prove the right of ownership/ possession of office and factory premises*